United Nations ST/IC/2018/21

Secretariat

14 August 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the seventy-third session of the General Assembly for staff members at United Nations Headquarters**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the seventy-third session of the Assembly will open on Tuesday, 18 September 2018. Accordingly, from 18 September 2018 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day for staff members based in New York.

2. In accordance with Secretary-General's bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the seventy-third session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2018.

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United Nations ST/IC/2018/22

Secretariat

28 August 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Field Service Classification Appeals Committee**

1. The purpose of the present circular is to inform the staff that the membership of the Field Service Classification Appeals Committee is as follows:

Chair: Sihem Kefi

Members representing the Administration:

Fatos Abrashi (Alternate Chair)
Gisela Huerta
Affiavi Hyde

Members representing the Field Service staff:

Achim Voss
Nino Pollock
Leila Manly-Spain

2. Enrica Taddei has been designated Secretary of the Committee. Marienette Abadilla has been designated Alternate Secretary.

3. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9 and ST/AI/1998/9/Corr.1.

* The present circular, which supersedes ST/IC/2017/38 of 13 December 2017, will be in effect until further notice.

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United Nations ST/IC/2018/23

Secretariat

13 September 2018

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the seventy-third session of the General Assembly**

I. Introduction

1. The present circular describes the arrangements that will be in effect at United Nations Headquarters for admission to the premises and with respect to parking during the seventy-third session of the General Assembly, which will be in effect until close of business on Tuesday, 16 September 2019.

2. **Specific information concerning the security arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-third session of the General Assembly, from 24 September to 1 October 2018, will be released in a separate circular (ST/IC/2018/24).**

II. Admission to the Headquarters premises

3. Staff members, affiliates, accredited media representatives, interns and individuals holding retiree passes, temporary photo and non-photo passes, Protocol courtesy passes and gold courtesy passes will be admitted to the Headquarters premises only upon presentation of a valid United Nations grounds pass or laissez-passer.

4. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder and are subject to verification by security officers, will be strictly enforced.

5. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow their holder. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other

* Expiration date of the present information circular: 16 September 2019.

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manner than that for which they were intended will be confiscated by security personnel.

6. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, with its office located on the ground floor of 320 East 45th Street, upon presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

7. Staff members who arrive without their grounds passes can obtain a day pass upon verification of the staff member's identity at the visitors' centre in the UNITAR Building, or be escorted by another staff member to obtain the same at the information and reception desk, located in the lobby of the General Assembly Building.

III. Admission of non-United Nations personnel

8. The United Nations is closed to the public during the period of the general debate, from 5.30 p.m. Friday, 21 September until close of business on Friday, 28 September 2018. During that period, guided tours are suspended.

9. All visitors to Headquarters (with or without a tour, guests attending the Delegates Dining Room, or messengers) now require a United Nations security pass to enter the United Nations. The pass must be obtained at the visitors' check-in office, at 801 First Avenue (the corner of 45th Street, opposite United Nations Headquarters) before entering the premises.

10. All visitors to the United Nations 18 years of age and older (and unaccompanied children 12 years of age and older) require Government-issued photo identification issued by a Member State or an observer State of the United Nations to enter Headquarters. Photo identification must be original (neither photographs nor photocopies are accepted) and can include a passport, driver's licence or national identity card. For security reasons, children under 5 years of age are welcome at the United Nations but are not permitted on tours.

11. All visitors are subject to security screening at the 46th Street entrance prior to being granted access to the public areas.

12. Messengers, personal visitors and guests are required to be met by a staff member and, as required for further access to the restricted areas, must be signed in at the information and reception desk in the General Assembly lobby in order to be issued with a day pass. Furthermore, staff members must escort their visitors and guests at all times while they are on the United Nations premises.

13. In order to avoid any inconvenience, visitors and guests should be informed in advance that valid government identification is required.

IV. Access to the 42nd, 45th and 46th Street entrances

14. Access to the 42nd Street entrance is for staff members, including those to whom only a United Nations laissez-passer has been issued, members of delegations, affiliates and resident correspondents with authorized access who do not require security screening.

15. Access to the 45th Street delegates' entrance, is given restricted to senior United Nations officials (holders of a gold-coloured grounds pass), members of delegations and holders of Protocol gold courtesy or Protocol VIP passes.

16. The 46th Street entrance is to be used by all categories of pass holders, as well as media, messengers, guests and visitors requiring security screening.

17. The opening hours of the pedestrian entrances are as follows:

(a) 42nd Street and First Avenue: 7 a.m. to 9 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is through the pedestrian gate at the 43rd Street entrance;

(b) 45th Street and First Avenue: 8 a.m. to 7 p.m. on weekdays;

(c) 46th Street and First Avenue: 6 a.m. to 7 p.m. on weekdays and 10 a.m. to 6 p.m. on weekends.

18. Please be aware that packages brought onto the premises at all entry points are subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

V. Access to restricted areas

19. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.

20. Access to the General Assembly and Conference Building area is permitted only upon presentation of the appropriate secondary pass or a special event pass indicating the relevant General Assembly area, together with a United Nations grounds pass. Secondary passes are issued by the Pass and Identification Unit of the Security and Safety Service to the executive offices or administrative units, in accordance with the agreed arrangements.

21. Representatives of non-governmental organizations will not have access to the restricted areas. Their access to meetings at Headquarters will be honoured upon verification of a valid United Nations grounds pass.

VI. Access for members of the media

22. Resident correspondents without equipment are allowed access to the 42nd Street or the 46th Street entrances with their United Nations-issued grounds passes.

23. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly or Conference Buildings must use the 46th Street entrance, present a valid grounds pass and undergo security screening in order to gain access to the premises.

24. Unescorted access is allowed in the Conference Building and the General Assembly lobby for media who are not filming.

25. Second-floor access to the Conference Building is restricted to resident correspondents without equipment.

26. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.

27. Only resident correspondents are allowed access to the premises after normal business hours and on weekends.

28. Visiting media are only allowed after normal working hours, should there be an event or a meeting in progress.

29. For additional information on media guidelines, please contact the Media Accreditation and Liaison Unit.

VII. Pass and Identification Unit

30. The Pass and Identification Unit, located on the ground floor of 320 East 45th Street, is open to staff members and members of delegations between 8.30 a.m. and 4 p.m. on weekdays.

31. Members of the media are assisted with accreditation in the UNITAR Building and are thereafter requested to proceed to the main office for pass issuance.

32. During the high-level period of the General Assembly and the general debate, additional days and hours of operation are in place, which are detailed in the information circular that describes the security arrangements during that time frame (see para. 2 above).

VIII. Access to vehicular entry points

33. The very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades.

34. Vehicular access to the premises at 43rd Street, which is open 24 hours a day, 7 days a week, will continue to be restricted to delegation vehicles when the permanent and/or deputy permanent representatives are in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto the United Nations premises.

35. Outside of the high-level period, staff members may use that entrance between the hours of 7 p.m. and 5 a.m. on weekdays and any time on the weekends.

36. The 42nd Street garage entrance and exit is open from 5 a.m. to 7 p.m. on weekdays only. Outside of those operating hours, vehicles will exit the garage through the 43rd Street entrance.

37. All vehicles entering the garage, except for motorcades escorted by host country law enforcement personnel, will undergo security screening prior to being admitted onto the United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

38. Parking for bicycles and portable personnel carriers is available in the secured cage at the corner of First Avenue and 48th Street. Bicycles are not permitted access to the United Nations Headquarters premises.

39. The operation of, and access by, any unmanned aerial vehicle, more commonly known as a "drone", is not authorized on the grounds of the Headquarters premises.

IX. Parking

40. Parking for staff members in the garage is limited to those with a valid decal that is affixed to the vehicle as prescribed or who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on Headquarters premises. Vehicles not displaying a valid permit or an approved decal may be towed off the premises for security and safety reasons.

41. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint before the vehicle enters the premises.

United Nations ST/IC/2018/24

Secretariat

13 September 2018

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-third session of the General Assembly**

I. Introduction

1. The general debate of the seventy-third session will be held from Tuesday, 25 September 2018, to Monday, 1 October 2018.

2. The high-level meeting to be known as the Nelson Mandela Peace Summit will be held on 24 September.

3. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on 26 September.

4. The high-level meeting on the fight against tuberculosis convened by the President of the General Assembly will be held on 26 September.

5. The high-level meeting convened by the President of the General Assembly to undertake a comprehensive review of the prevention and control of non-communicable diseases will be held on 27 September.

6. The treaty event will be held in the treaty signing area on the ground floor of the General Assembly Building, from 25 to 28 September.

II. Admission to the Headquarters premises

7. The United Nations will be closed to the public from 5.30 p.m. on Friday, 21 September, until close of business on Friday, 28 September. During this period, guided tours will be suspended.

8. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The information and reception desk will be relocated from the

* Expiration date of the present information circular: 5 October 2018.

General Assembly lobby to the UNITAR Building, on the corner of First Avenue at 45th Street, from Monday, 24 September, with opening hours from 9 a.m. to 5.30 p.m. Access to the desk can be gained from the 45th Street entrance to the building. Given the security activity on First Avenue, it will be the responsibility of staff members to meet their guests at the information desk, as guests will not be permitted to enter the Headquarters premises at any time.

9. Individuals holding retiree passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) will not be admitted to the Headquarters premises. This should be taken into account when scheduling appointments and meetings during the period in which the General Assembly will be meeting and the Headquarters premises will be closed to the public (from 24 to 28 September).

10. Staff members, affiliates and accredited media representatives who are entitled to access the Headquarters premises will be admitted only upon presentation of a valid United Nations grounds pass or laissez-passer.

11. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder and are subject to verification by security officers, will be strictly enforced.

12. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow to their holder. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

13. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of 320 East 45th Street, upon presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

14. Staff members who arrive without their grounds passes will be directed to the information and reception desk, temporarily relocated to the lobby of the UNITAR Building, to obtain a day pass upon verification of the staff member's identity.

15. Please be aware that all packages brought onto the premises at all entry points will undergo a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises during this period.

III. Admission of non-United Nations personnel

16. Outside messengers, family members, visitors and guests are restricted from entering the Headquarters premises during the period of the general debate, but are welcome back on 29 September 2018.

IV. Closure of First Avenue and pedestrian crossing points

17. Owing to heightened security measures throughout New York City and at Headquarters, it is anticipated that from Sunday, 23 September to Tuesday, 2 October,

the area in front of the United Nations along First Avenue, from 42nd Street to 48th Street, will be closed to all vehicular traffic, with the exception of escorted motorcades. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

18. Pedestrian traffic/crossing points at 42nd, 46th or 49th Street will be accessible upon presentation of valid United Nations grounds passes and will be briefly suspended at various times throughout the day owing to the arrival and departure of motorcades. Therefore, all are kindly requested to allow for extra time when walking to the Headquarters premises.

V. Access to the 42nd, 45th, 46th and 47th Street entrances

19. Staff members, including those holding only the United Nations laissez-passer, affiliates and resident correspondents (without equipment) with authorized access to the Headquarters premises and who have business in the Secretariat Building, authorized areas of the South Annex Building or the Dag Hammarskjöld Library Building, should continue to use the 42nd Street staff entrance.

20. Interns required for essential work in the Secretariat Building during the period of heightened security should also use the 42nd Street staff entrance during the restricted access period.

21. Senior United Nations officials holding a gold-coloured grounds pass, who will enter at the 46th Street entrance, are requested to utilize the crossing point at 46th Street.

22. Staff members, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass, along with the relevant secondary special event ticket (specific to a particular meeting, date, time and room) issued by the sponsor of the event or the non-governmental organization liaison office, will be subject to screening prior to accessing the General Assembly and Conference Buildings and will be required to utilize the entrance at 46th Street.

23. If difficulties are encountered in gaining access through any of the crossing points staffed by the host country authorities and leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas, assistance should be sought from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the information and reception desk, temporarily relocated to the lobby of the UNITAR Building.

24. The 47th Street entrance will be utilized exclusively by media as well as resident correspondents with equipment.

25. The opening hours of the pedestrian entrances are as follows:

(a)	42nd Street and First Avenue:	24 hours a day, 7 days a week;
(b)	46th Street and First Avenue:	7 a.m. to close of business;
(c)	47th Street and First Avenue:	6 a.m. to close of business (entrance exclusively for the media).

26. The pedestrian entrance at 42nd Street will remain open 24 hours a day during the weekend of 29 and 30 September. Staff members requiring access to the Secretariat Building will be able to continue utilizing this access point.

27. The delegates' entrance on 45th Street will be open only for egress of escorted motorcades.

VI. Access to restricted areas

28. During the high-level period, from 24 September to 2 October 2018, access to restricted areas will be given only to those holding United Nations grounds passes and the appropriate secondary access passes and/or special event tickets. Interns will not be permitted to access restricted areas.

29. The bilateral meeting areas are located in the General Assembly lobby and the 2nd and 3rd balconies of the General Assembly Building. Those areas are reserved for members of delegations and staff conducting official business and will require secondary passes for access, which will be given 15 minutes prior to any scheduled bilateral meeting.

30. In order to facilitate access to room GA-200, a secondary access pass is issued through the Protocol and Liaison Service to those individuals whose duties or functions require their presence. Only those who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

VII. Access for members of the media

31. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

32. Members of the media and resident correspondents with equipment must use the 47th Street entrance and present a valid United Nations grounds pass and are required to proceed through screening prior to access. Those in need of additional accreditation will be required to proceed to the media accreditation centre, located in the UNITAR visitors' centre, on the corner of First Avenue and 45th Street, prior to entering.

33. The days and hours of operation of the media accreditation centre will be as follows:

Date	*Hours of operation*
Sunday, 23 September	10 a.m. to 6 p.m.
Monday, 24 September	7 a.m. to 7 p.m.
Tuesday, 25 September	7 a.m. to 6 p.m.
Wednesday, 26 September	8 a.m. to 6 p.m.
Thursday, 27 September	8 a.m. to 6 p.m.
Friday, 28 September	8 a.m. to 5 p.m.

34. Access will be given to the media centre located on the North Lawn via the 47th Street entrance. The third floor media liaison desk in the General Assembly Building will be accessible from the media accreditation tent by using the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

35. Media liaison desks will also be set up on the first and third floors of the Conference Building for escorting members of the media to conference room media booths.

36. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly Building and restricted areas of the Conference Building.

37. Additional access to the General Assembly and Conference Buildings will require further screening.

VIII. Pass and Identification Unit

38. The Pass and Identification Unit, located on the ground floor of 320 East 45th Street, between First and Second Avenue, is open to staff members and members of delegations.

39. In preparation for the seventy-third session of the General Assembly, annual and temporary non-governmental organization passes will not be issued from 7 September 2018 until the end of the general debate. Any non-governmental organization invited to attend events during the general debate will need a special event ticket (specific to a particular meeting, date, time and room), distributed by event organizers.

40. The days and hours of operation of the Pass and Identification Unit will be as follows:

Date	*Hours of operation*
Saturday, 15 September, and Sunday, 16 September	9 a.m. to 5 p.m.
Monday, 17 September, to Thursday, 20 September	8:30 a.m. to 4 p.m.
Friday, 21 September	8:30 a.m. to 6 p.m.
Saturday, 22 September, and Sunday, 23 September	10 a.m. to 6 p.m.
Monday, 24 September	7 a.m. to 4 p.m.
Tuesday, 25 September	7 a.m. to 4 p.m.
Wednesday, 26 September	9 a.m. to 5 p.m.
Thursday, 27 September	9 a.m. to 5 p.m.
Friday, 28 September	9 a.m. to 5 p.m.
Saturday, 29 September	9 a.m. to 5 p.m.
Sunday, 30 September	9 a.m. to 5 p.m.
Monday, 1 October	9 a.m. to 5 p.m.
Tuesday, 2 October	8 a.m. to 5 p.m.

IX. Closure of the United Nations garage

41. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 23 September 2018, and all vehicles must be removed by that time to provide access for security screening.

42. The garage will reopen for authorized vehicles at 4 a.m. on Monday, 24 September, utilizing the 48th Street entrance and the 42nd Street exit, and will be

open on a 24-hour basis from 24 September to 2 October. Please note that this is a change in the normal procedures for entering the Headquarters garage.

43. Access to and exit from the garage via the 43rd Street entrance will be restricted during the high-level period and will be accessible only to those described in paragraph 48 below.

X. Garage parking at the United Nations

44. Staff members parking in the United Nations garage are advised that there may be periodic delays due to motorcade operations in the area.

45. Parking for staff members will be limited to those who possess a regular parking permit that must be properly affixed to the vehicle as required. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.

46. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

47. Portable personal carriers and bicycles will not be permitted to enter the Headquarters premises.

48. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 24 September, to Tuesday, 2 October.

XI. Access to and traffic in the Secretariat Circle and the 43rd Street entrance

49. The very limited operating space of the Secretariat Circle and the delegates' roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore be restricted to motorcades escorted by the host country law enforcement personnel.

50. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle via the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Wednesday, 3 October 2018.

XII. Access to the United Nations garage

51. Passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 8 a.m. during the high-level period, from 24 September to 2 October 2018, are instructed to proceed as follows (see corresponding diagram below):

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane (east side) of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counter-flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage;

(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting FDR Drive onto 49th Street, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter-flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage.

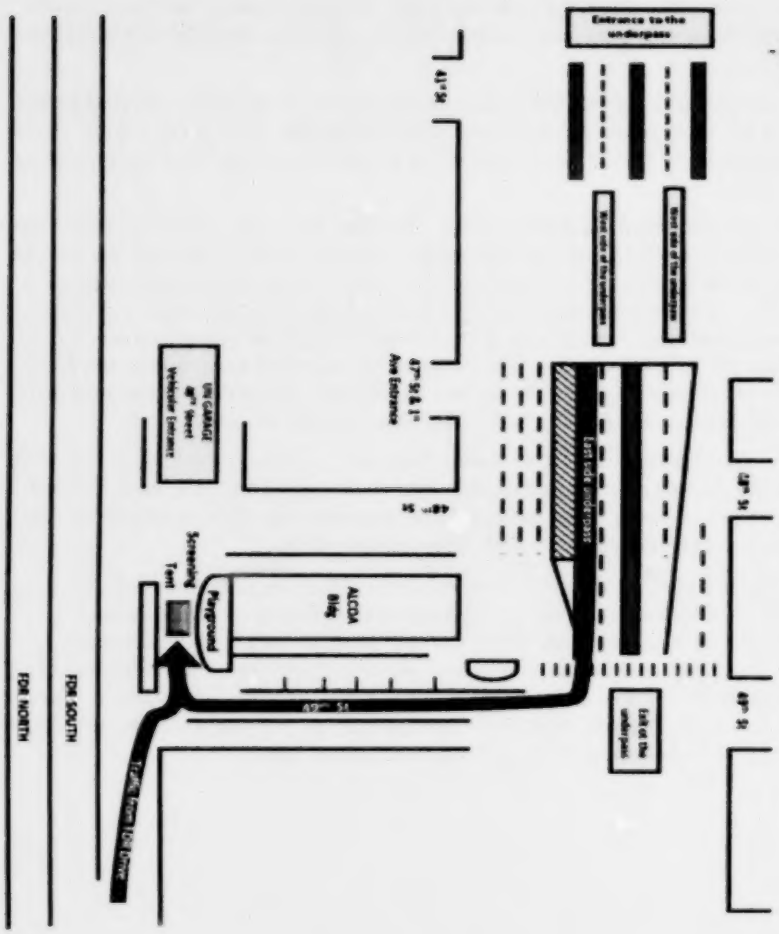
52. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. to 6 a.m. the following day, during the high-level period, from 24 September to 2 October, are instructed to proceed as follows (see corresponding diagram below):

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

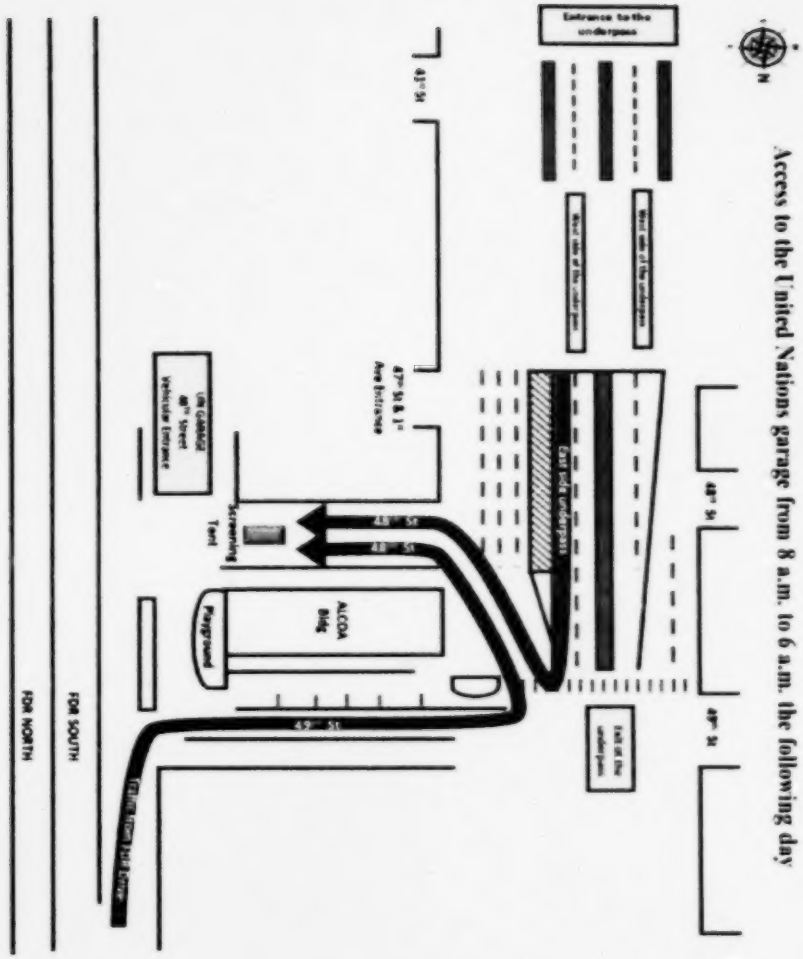
(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will follow the coned-off lane to the security checkpoint and screening plaza located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance.

53. Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (such as 39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in the garage access diagrams below.

Access to the United Nations garage from 6 a.m. to 8 a.m.



Access to the United Nations garage from 8 a.m. to 6 a.m. the following day



United Nations ST/IC/2018/25

Secretariat

13 September 2018

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **G-4 visas for domestic partners**

1. The purpose of the present circular is to inform staff members with domestic partners who hold a derivative G-4 non-immigrant visa of a diplomatic note received from the United States Mission to the United Nations concerning the definition of "family members". The text of the diplomatic note, dated 12 July 2018, is set out in annex I to the present circular.[1]

2. The diplomatic note informs the United Nations Secretariat and funds and programmes of policy changes with respect to the conditions for establishing the eligibility of domestic partners for a G-4 visa.

3. Since 2009, the United Nations has been informed that the Department of State does not issue a G-4 visa for opposite-sex domestic partners.

4. The diplomatic note informs the United Nations that the Department of State will not issue a G-4 visa for same-sex domestic partners. As of 1 October 2018, same-sex domestic partners accompanying or seeking to join newly arrived United Nations officials must provide proof of marriage to be eligible for a G-4 visa or to seek a change into such status.

5. Currently accredited same-sex domestic partners of United Nations officials who wish to maintain their G-4 visa must be ready to submit proof of marriage by 31 December 2018. After 31 December 2018, they will be expected to leave the United States within 30 days unless they submit the required proof of marriage or have obtained separate authorization to remain in the country through a change of non-immigrant status.

6. In addition, on or after 1 October 2018, all same-sex domestic partners applying for visa renewal in the United States must be married to qualify for a G-4 visa.

7. All United Nations officials are informed that, when notifying the United States Mission to the United Nations of new spouses for accreditation, the United Nations is requested to submit appropriate documentation that the couple is married.

* The present circular will be in effect until further notice.

[1] The previous diplomatic notes referred to in the text of the diplomatic note are set out in annexes II and III of the present circular.

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Moreover, to be eligible for a G-4 visa, the spouse of a United Nations official must not be a member of some other household and must reside regularly in the household of the principal.

8. Staff members should contact their human resources partner if they have any questions about the present information circular or the content of the diplomatic note.

Annex I

Diplomatic note dated 12 July 2018 from the United States Mission to the United Nations addressed to the United Nations Secretariat and to the funds and programmes

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and to the Funds and Programs and has the honor to refer to circular diplomatic notes numbers HC-144-(S)-09 of November 24, 2009 and HC-60-02 of November 13, 2002 concerning the definition of family members.

As recalled in the referenced notes, it has long been an accepted principle of international law that the privileges and immunities to which members of the diplomatic community are entitled extend, to a certain degree, to the members of their families forming part of their households. The Vienna Convention on Diplomatic Relations (Article 37(1)) specifies the privileges and immunities which shall be accorded such "members of the family of a diplomatic agent forming part of [the] household" but does not provide a definition of the term "members of the family" for purposes of the Convention. The drafters of the Convention recognized that the concept of "family" differs among the societies of the world and left the matter to be resolved according to the standards of the respective receiving States.

Since the issuance of circular diplomatic note HC-144-(S)-09, the Supreme Court of the United States has ruled that U.S. domestic laws banning recognition of same-sex marriage are unlawful under the United States Constitution. Same-sex spouses of U.S. diplomats now enjoy the same rights and benefits of opposite-sex spouses.

Consequently, the United Nations is informed that, consistent with changes to Department of State policy, the Department will only be able to accept the accreditation and registration of spouses of newly arrived officials, both same-sex and opposite-sex, as members of the family of United Nations officials as of October 1, 2018. Further, consistent with internal Department of State policy changes, partners accompanying United Nations officials or seeking to join the same must be married in order to be eligible for the derivative G-4 nonimmigrant visa or to seek a change into such status beginning October 1, 2018.

For all currently accredited same-sex domestic partners of United Nations officials who wish to maintain their acceptance of accreditation and derivative G-4 nonimmigrant visa status, the United Nations is requested to submit appropriate documentation to the United States Mission to the United Nations, no later than December 31, 2018, that the couple has legally married. After December 31, 2018, unless such individuals are able to obtain separate authorization to remain in the United States through a change of nonimmigrant status with the United States Citizenship and Immigration Services (USCIS), they will generally be expected to depart the country within thirty days. However, on or after October 1, 2018, partners applying for a visa renewal in the United States must be married in order to qualify for a G-4 nonimmigrant visa.

The requirements for eligibility of acceptance of accreditation as a spouse are the same for all spousal relationships and include the following: a spouse must not be a member of some other household and must reside regularly in the household of the principal. Same-sex spouses of officials of the United Nations will be treated the same as opposite-sex spouses when applying for a G-4 visa and for other immigration purposes. When notifying the United States Mission to the United Nations of new spouses of United Nations officials for accreditation, the United Nations is requested to submit appropriate documentation that the couple is married.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurances of its highest consideration.

Annex II

Diplomatic note dated 24 November 2009 from the United States Mission to the United Nations addressed to the United Nations Secretariat and to the funds and programmes

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and to the Funds and Programs and has the honor to refer to circular diplomatic note number HC-60-02 (attached) of November 13, 2002 concerning the definition of family members.

As indicated in the referenced note, it has long been an accepted principle of international law that the privileges and immunities to which members of the diplomatic community are entitled extend, to a certain degree, to the members of their families forming part of their households. The Vienna Convention on Diplomatic Relations (Article 37(1)) specifies the privileges and immunities which shall be accorded such "members of the family of a diplomatic agent forming part of [the] household" but does not provide a definition of the term "members of the family" for the purposes of the Convention. The drafters of the Convention recognized that the concept of "family" differs among the societies of the world and left the matter to be resolved according to the standards of the respective receiving States.

The United Nations is informed that, in addition to the categories of individuals previously accepted as family members, the United States Department of State has determined that the definition of "family" forming part of the household of a member of the diplomatic community may include same-sex domestic partners ("domestic partners") for the purposes of the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations in the United States. In accordance with guidance from the White House, the Department of State is not in a position to accept the accreditation and registration of opposite-sex domestic partners as members of the family.

In order to be eligible for acceptance as a domestic partner of an official of the United Nations, a domestic partner must not be a member of some other household, must reside regularly in the household of the principal, and must be recognized by the United Nations as a family member forming part of the household of the principal, as demonstrated by eligibility for United Nations rights and benefits. Therefore, when notifying the United States Mission of domestic partners of its officials, the United Nations is requested to submit appropriate documentation that it recognizes the domestic partner relationship, which could include evidence that it provided the domestic partner with documentation to that effect, or with travel or other allowances. Domestic partners of officials of the United Nations accepted by the United States Mission or the Department of State should be eligible for G-4 visas.

In addition, the Department of State intends to pursue the legal measures necessary to enable the United States to offer dependent employment to domestic partners of United Nations officials in the context of the dependent employment arrangement currently in place. The United Nations Secretariat will be advised of any such developments as soon as it is possible to do so.

The attention of the United Nations Secretariat is also drawn to the applicable provisions of international law in respect of the termination of status. Whenever any person who has been accorded status as a member of the family in the United States (other than a student attending boarding school or college) ceases to reside with the principal, such person immediately ceases to be a member of the family. Accordingly, all privileges and immunities, if any, to which such person previously had been

entitled in the United States would terminate thirty days thereafter unless in a particular case a shorter time has been specified by the United States Mission.

The United Nations Secretariat is advised that until the Department of State publications are revised to incorporate "domestic partners" as members of the family of a member of the United Nations diplomatic community forming part of the household, references to family members in the context of privileges and immunities and related matters should be understood to include domestic partners as described herein. It is emphasized that the standard set forth in this note is to define members of the family for officials of the United Nations and is without prejudice to other definitions of family for other purposes which have an independent basis in international agreements or United States domestic law.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat and the Funds and Programs the assurances of its highest consideration.

Annex III

Diplomatic note dated 13 November 2002 from the United States Mission to the United Nations addressed to the permanent missions to the United Nations

The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honor to advise them of the definition which applies to the term "family" as that term is used for the purpose of extension of diplomatic privileges and immunities by the host country. This circular note replaces the United States Mission's note of March 16, 1987 on the same subject.

For the purposes of the application in the United States of paragraph 37 of the Vienna Convention on Diplomatic Relations, operative for Permanent Missions to the United Nations through Section 15 of the Headquarters Agreement between the United States and the United Nations, "family...forming part of...household" means the spouse of the member of the Mission and his or her unmarried children under 21 years of age, who are not members of some other household, and who reside exclusively in the Mission member's household. Additionally, the term "family" includes the Mission member's children under 23 years of age, provided that such children are attending an institution of higher learning on a full-time basis.

Other persons who are not members of some other household, who reside exclusively in the Mission member's household, and who are recognized by the sending state as members of the family forming part of that household, may be considered "family" for the purposes of the Vienna Convention under very exceptional circumstances and with the expressed approval of the United States Government. In such cases, a formal request for consideration by the United States Department of State must be submitted to the United States Mission. The request must include full justification for the requested exception.

The attention of the Permanent Missions is also drawn to the applicable provisions of international law in respect of termination status of family members. Whenever any person who has been accorded "family" status for the purposes of diplomatic privileges and immunities in the United States ceases to reside with the principal Mission member, marries, or otherwise ceases to be part of the Mission member's household, such person immediately ceases to be a member of the "family" within the meaning of international law and the Vienna Convention on Diplomatic Relations. Accordingly, all privileges and immunities to which such person had been entitled in the United States would terminate.

It is emphasized that the standard set forth in this note is solely to define members of the family pursuant to the terms of the Vienna Convention on Diplomatic Relations with regard to the extension of diplomatic privileges and immunities. It is without prejudice to other definitions of family for other purposes such as the continued eligibility for "G" visa status, which have an independent basis in international agreements or United States domestic law.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

United Nations ST/IC/2018/26

Secretariat

24 September 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2019 at United Nations Headquarters**

1. In accordance with General Assembly resolution 52/214 A and decision 52/468, the official holidays for 2019 at United Nations Headquarters have been designated as follows:

1 January	New Year's Day
19 April	Good Friday
27 May	Memorial Day
5 June	Eid al-Fitr
4 July	Independence Day
12 August	Eid al-Adha
2 September	Labour Day
28 November	Thanksgiving Day
25 December	Christmas Day

2. The General Assembly, in its resolutions 69/250 and 72/19, recognized the significance of a number of other holidays. Accordingly, in the interest of respecting the diversity of the staff of the United Nations, staff members are given the option of observing any one of the following eight floating holidays:

7 January	Orthodox Christmas
18 February	Presidents' Day
21 March	Nowruz
26 April	Orthodox Good Friday
17 May	Day of Vesak** (observed)
9 October	Yom Kippur
28 October	Diwali*** (observed)
12 November	Gurpurab

* Expiration date of the present information circular: 31 December 2019.

** Day of Vesak falls on Saturday, 18 May 2019, but will be observed on Friday, 17 May 2019.

*** Day of Diwali falls on Sunday, 27 October 2019, but will be observed on Monday, 28 October 2019.

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3. Staff members should inform their supervisors in advance as early in the year as possible of the floating holiday they wish to observe. Managers are to respect the floating holiday chosen by the staff member. If, owing to exigencies of service, a staff member in the General Service and related categories is required to report for work on the date chosen as the floating holiday, the staff member will be recorded as having taken the floating holiday and compensated for overtime worked on an official holiday. Staff in the Professional and higher categories who are required to work on the date chosen as the floating holiday will not be recorded as having taken the floating holiday and may choose to observe one of the remaining floating holidays.

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